



calgary health region

CHEQUE REQUISITION

INSTRUCTIONS:

- A Cheque Requisition is the only authorized document on which a department may request payments to be made outside of established Purchasing policies. **ORIGINAL DOCUMENTS MUST BE ATTACHED**

Date July 7, 2007		Requested By (Please Print) Lynn Redford	
Department Office of the CEO		Site Southport	Phone No (in full) 943-1225
MAKE CHEQUE PAYABLE TO: Lynn Redford			Employee/Supplier # s.17(1), 17(4)(g)(i)
MAILING ADDRESS (for forwarding of cheque)			
Canada Post: s.17(1), 17(4)(g)(i)			
City _____ Province _____ Postal Code _____			
Interoffice Mail: Department Office of the CEO			
Site Southport			
Misc Expenses			
Purpose of Request			
SPECIAL HANDLING INSTRUCTIONS			
CODING & AUTHORIZATION			
FINANCIAL CODE			
ORG	FUNCTIONAL CENTRE	ACCOUNT	AMOUNT
0 1	7 1 1 0 5 0 0 0 0 0 1	6 9 6 0 0 0 0 0 0	57.35
		6 7 5 0 0 0 0 0 0	15.90
		6 7 5 0 0 0 0 0 0	16.50
		6 7 5 0 0 0 0 0 0	23.05
		6 7 5 0 0 0 0 0 0	210.41
TOTAL AMOUNT OF CHEQUE:			323.21
			<input type="checkbox"/> CDN <input type="checkbox"/> US <input type="checkbox"/> Other
Expenditure Officer Authorization 			Print Name Mark Kastner
Authorizer's Employee Number s.17(1), 17(4)(g)(i)			Authorizer Phone # (in full) 943-0639

RECEIVED
JUL 13 2007
FINANCE

ACCOUNTS PAYABLE ONLY

Invoice # _____	Comments:
Supplier # _____	
Recurring Payment:	
Start Date _____	
End Date _____	
# of Payments _____	
Cycle _____	

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